

As voted by the Board of Trustees and in accordance with the notice of the meeting, the Regular Meeting of the Board of Trustees of the Portland Water District was held at the Jeff P. Nixon Training Center, 225 Douglass Street, Portland, Maine, on Monday, October 22, 2018. Attending from staff were Messrs. Kane, Crovo, Wallace, Firmin, Johnson and Mses. Lewis, Katsiaficas, Clements, and Walker.

The meeting was convened by President Lunt at 6:01 p.m. with the Pledge of Allegiance and a moment of silence.

ROLL CALL

The roll was called by the Clerk. All Trustees were present.

ACCEPTANCE OF MINUTES

It was moved by Trustee Libby seconded by Trustee Cote.

Trustee Willey made a motion to amend the workshop minutes of September 17, seconded by Trustee Garrison. Trustee Willey clarified his comment that PWD's water would be supplied to Biddeford Saco and not to points south without PWD's permission. Voted all in favor of the amendment.

Voted all in favor to accept the minutes of the Regular Meeting of August 27, 2018, the amended minutes of the Workshop Meeting of September 17, 2018 and the minutes of the Workshop Meeting of October 9, 2018.

INVITATION FOR PUBLIC COMMENT

None

REPORTS

Operations Committee

Trustee Siviski provided a summary of the Operations Committee meeting on September 17, 2018 and October 9, 2018. At the September 17 meeting staff provided an overview of the personnel roles and the time spent performing operational and maintenance tasks. The primary function of each facility was explained, along with their relationship to the many pressure zones in the distribution system. In addition, past and future Capital Improvement Projects were highlighted.

At the October 9 meeting staff provided a recommendation for the use of the design-build method approach for the East End WWTF Effluent Flow Meter Replacement and Headworks Channel Modifications. They discussed the process to manage biosolids generated at our treatment plants and the contract to manage the use or disposal of biosolids. Staff also presented a summary of the septage receiving policy. Staff highlighted the types of waste received, the tiered approach to prioritizing where waste is accepted from, and the fees associated with septage. Staff also explained that due to an issue with the plant's legacy influent screen, the need for a proper system to screen debris from septage, and increased loadings to the plant that the acceptance of hauled waste at the Westbrook/Gorham/Windham Regional plant has been

curtailed until the new aeration system is operational after 2020 or 2021. The East End Plant will remain available.

Planning Committee

Trustee Levinsky provided a summary of the Planning Committee meeting on September 17, 2018 and October 9, 2018. At the September 17 meeting the staff and Committee discussed and approved an easement swap with the City of South Portland, which will be taken up under new business. Staff reported to the Committee that CMP is currently working on a Memorandum of Understanding (MOU) outlining a proposal for them to acquire rights to a portion of the East End Treatment facility's property to build a new substation. The Trust for Public Land, one of Sebago Clean Waters' partners, is working to help Loon Echo Land Trust acquire the Tiger Hill property in the town of Sebago. This property is 1,400 acres in the direct watershed of Sebago Lake. Staff provided an update on the town of Windham's process to provide a public wastewater system to North Windham. The town is currently in the process of approving additional engineering services to provide a hydrogeological feasibility evaluation of the site that they are evaluating for possible groundwater discharge of the treated wastewater.

At the October 9 meeting staff reported that Corporate Counsel (Donna) and the CMP attorney have focused on developing a Purchase and Sale Agreement for CMP to acquire property to construct a substation at the entrance of the East End Wastewater Treatment Facility at the end of Marginal Way. Staff noted that it has been a slow process getting the final terms negotiated, but expect to have an agreement for the Committee to review soon. Staff also reported that Sebago Clean Waters (SCW) has entered into contracts with two individuals, each for approximately 20 hours per week, to advance the conservation goals of the group in the next 2.5 years. The Nature Conservancy (TNC), on behalf of SCW has commissioned an economic analysis through U Maine to model the costs and benefits of watershed forest conservation. Finally, TNC has hired a Portland marketing consultant to lead SCW through development of a strategic marketing plan and a brand brief that includes logos, slogans and narratives that describe the SCW partnership and goals in language that will be clear and convincing to the public.

Administration and Finance Committee

Trustee Willey provided a summary of the Administration and Finance Committee meeting on October 9, 2018. There was no meeting of the Admin and Finance Committee on September 17, 2018.

At the October 9 meeting Mr. David Kane, Treasurer, presented a motion to amend a motion previously approved by the Board. The amendment expands to purpose of the bond to include financing the costs related to the Fore River Pump Station located in Portland. The original purpose of the bond was to finance the Aeration Upgrade at the East End Wastewater Treatment facility. This will be taken up under new business. Mr. Cutrone provided an update on the ABC Project. There are some identified gaps in functionality, which is normal for this kind of project. PWD is discussing with Cayenta how to close these gaps either by changes in PWD business processes, more analysis and configuration testing, or code modifications. Trustee Willey recommended the agendas of the Board's Committees be posted on the District's website along with the Board's Workshop agenda. The Committee reviewed status of the 2018 work plan. Mr. Kane provided an overview of the proposed 2019 budget to the Committee.

General Manager's Report

Ms. Lewis gave an overview of the proposed 2019 budget.

PWD is projected to have 182 employees. The operating budget is proposed at 44.5 million dollars, which is a 4.4% increase over the 2018 budget. This budget covers department operations, debt service and renewal & replacement. The capital budget is projected to be 23.3 million dollars – an increase from this years' 19.3 million dollar budget. This reflects increased investment in infrastructure. With the proposed budget, it is anticipated that a 4.4% water rate increase will be needed. In the future, debt service will be driving the increase in water rates.

Trustee Garrison commented on the proposed new bill layout and that he was disappointed to see the monthly consumption was not in bar graph form. Ms. Lewis responded that the entire focus group that gave feedback responded they liked the table with the numbers better than the graph.

Trustee Garrison commented on employee numbers and noted the District has consistently been at 171 employees. He asked what the plan was to increase the number to 182, the total number of employees approved last year. Ms. Lewis responded that as of today, the number of employees is 181 with another interview being held this week. Which will bring the District to 182 employees. Trustee Garrison also mentioned that he would like the District to explore the option of having a consumer assistance program.

Trustee Cote asked about the affordability graph and if the numbers took into consideration those that take advantage of the Lifeline program the District offers. It does not.

The PowerPoint presentation given by Ms. Lewis is attached hereto.

Trustee Willey mentioned the water bottle filling station grant application period is closing on October 31. He also asked about Edwards Street and if the line was going to be replaced next year. 600' of pipe has been replaced this year. In regards to low income assistance, he thanked the Opportunity Alliance for the work they do helping to qualify customers for the Lifeline program. Trustee Willey noted the increase in new services added and that he is grateful for that. He also added, as a note of concern, that the surface temperature of Sebago Lake has increased 5 degrees in the last 20 years.

NEW BUSINESS

Public Hearing, regarding an amendment to an existing bond.

A public hearing was held on the proposed authorizing to amend the \$12 million bond issued to finance the aeration system and related infrastructure at the East End Wastewater Treatment Plant.

President Lunt opened the public hearing, no members of the public wished to speak. President Lunt closed the public hearing.

Resolution 18-009, authorizing an amendment to the \$12 million bond issued to finance the aeration system and related infrastructure at the East End Wastewater Treatment Plant.

The aeration system at the Portland's East End Treatment plant was upgraded and financed through the issuance of 3 different bonds totaling \$10.9 million. The bonds were financed through the Maine Clean Water Drinking Program's State Revolving Loan program. The actual net project costs totaled approximately \$10.65 million. It is proposed to use the remaining \$250,000 of bond proceeds to partially finance the Fore River Pump Station upgrade, which is currently underway and is approved for the state revolving loan fund. The Fore River Pump Station upgrade was approved as part of the 2017 Capital Improvement Plan with a total budget of \$2.5 million.

It was moved by Trustee Willey and seconded by Trustee Cote.

It was Voted and unanimously,

RESOLVED, Resolution 15-005, which authorized the issuance of a \$12 million bond to finance an aeration system and related infrastructure at the East End Wastewater Treatment Plant, is hereby amended to expand the scope of the original project to be financed to include upgrades to the Fore River Pump Station in Portland, Maine. The full form of the Resolution attached hereto is hereby approved and shall be attached to and incorporated as part of the minutes of this meeting

Order 18-031, authorizing the design build method of procurement for engineering services for the East End WWTF Effluent Flow Meter Replacement and Headworks Channel Modifications.

Pursuant to the District's purchasing policy, staff is seeking approval from the Board of Trustees to procure engineering services (design-build method) for the design and construction of upgrades to the effluent flow meter and influent screening channels at the East End WWTF.

The effluent flow meter has been in service for 29 years and is at the end of its service life. As part of replacement of the flow meter, this project will install a piping connection to facilitate future isolation of the secondary side disinfection system. The influent channel modifications will provide emergency overflow to be contained below the headworks operating floor by providing concrete cutouts and weirs between the channels.

Once the Method is approved, staff will issue a request for proposals. It is expected that a recommendation will be offered to the Board at the April 2019 meetings.

It was moved by Trustee Siviski and seconded by Trustee Beck.

It was Voted and unanimously,

ORDERED, that the Design-Build Method is authorized for the procurement of engineering services for the EEWWTF Effluent Flow Meter Replacement and

Headworks Channel Modifications (CIP Projects 2108 – 21/2046, 2153, 2583), pursuant to the District’s Purchasing Policy, and that the General Manager and the Treasurer, each acting singly, are authorized to take such other steps as may be necessary to accomplish the intent of this vote.

Order 18-032, authorizing an easement swap with the City of South Portland.

The former City Public Works facility is located on O’Neil Street in South Portland. A portion of that City land was sold to the City by the District in 1955. The District land was a former gravel pit. In the deed to the City, the District reserved the right to take gravel from the property. The property has not been used by the District for many years and now has a building on it. The District’s right to take gravel was never terminated. The City now plans to sell the property for development and needs to have the District’s right to remove gravel released.

In reviewing the issue, it was discovered that the District’s public main in O’Neil Street extends beyond the end of the public street into the City’s land with a public hydrant at the end. The District has requested an easement from the City to be able to continue operating and maintaining that main in exchange for the release deed.

It was moved by Trustee Levinsky and seconded by Trustee Cote.

It was Voted and unanimously,

ORDERED, the General Manager is authorized to execute a release deed to the City of South Portland releasing PWD’s rights in property on O’Neil Street in South Portland in exchange for a new easement deed for the portion of water main and public hydrant located beyond the end of O’Neil Street on South Portland land; and

BE IT FURTHER ORDERED, that the General Manager and the Treasurer, each acting singly, are authorized to take such other steps as may be necessary to accomplish the intent of this vote.

EXECUTIVE SESSION

None

OTHER BUSINESS

None

SECOND INVITATION FOR PUBLIC COMMENT

None

TRUSTEE COMMENTS

Trustee Beck reminded everyone that Election Day is November 6 and urged everyone to vote either in person or by requesting an absentee ballot, which can be requested now either online or at the local town/city clerk's office.

Adjournment.

Meeting adjourned at 6:56 p.m.

Submitted by

Donna M. Katsiaficas
Clerk